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2/28/63-

20 FEB 1963

File: Felling Supplies

MEMO FOR THE RECORD

SUBJECT: Stocking of Certain Forms in Supply Rooms

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On 14 February in company with [] Chief, Building Supply Branch, I made a tour of supply rooms in the downtown area. We were to ascertain if the rooms stocked the five necessary forms used in correspondence management as described in HB []

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We found only two supply rooms stocked with these forms, at the R&S Building and at Sixteenth Street. [] stated that all five forms were in stock at the Headquarters Building, Langley. In determining why these forms were not stocked in the various supply rooms, he said to his knowledge no one had ever requested them and would not be stocked until they were requested.

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In further talk with [] he said that he would stock the forms in all supply rooms but if in a year he found that they had not moved, he would remove them.

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I talked with [] another member of the Building Supply Branch and he agreed to check and supply all rooms with the letter and legal size folders and guide cards used as prescribed in the Agency File Manual, HB-[]

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It is my opinion after taking this tour and talking with [] and [] that the above mentioned forms are not being used or requested because of the lack of knowledge of them and the little use being made of the HB [] I believe this could be rectified by the continuance of the Correspondence Management Workshop for the clerical type employees.

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One other topic of interest came up during the tour. Some time ago the Records Management Officer of OTR had requested 12 x 10 and 16 x 10 Multi-purpose envelopes with the 3x5 insert pocket for addressing controls. He was told that there were none in the stock room but at his insistence some were found in the rear of the room. I asked [] about this and he said that he had tried to move these to customers but they had refused to take them, consequently they had been removed from the "self service" stock in front of the room.

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To further iron out these differences, [] Chief, Records Management Staff and I will meet with [] at his office the 26th of February 1963.

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ADDENDUM TO MEMO FOR THE RECORD 20 February 1963

STAT [] and I met with [] on 26 February at his
STAT office. [] stated our problem to [] and requested
STAT that he take steps to remedy the situation of people asking for
STAT certain stock forms and being told they were not stocked. Mr.
STAT [] said that as the supply rooms were small and shelving limited,
STAT he did not intend to utilize space for slow moving items in lieu of
STAT faster moving ones. [] informed him that since the items
in question were Agency approved and to be used for certain functions,
it was his obligation to give service on them.

STAT After further discussion, [] agreed that in the future,
STAT if anyone could not find these forms in their stock room and if the
STAT Records Management Officers would call him, he would furnish the
STAT items requested. [] said that at the next RMO meeting he
would acquaint the RMO's of this fact.

STAT In leaving, [] and I felt that we had not gotten the
fullest cooperation that might have been extended.

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